Creating a 2-in-1 Service Invoice

1. Log into **WAWF** at   https://wawf.eb.mil.
2. Click on <u>Logon</u> to WAWF-RA. ***NOTE: Before being able to type user ID and password a message box comes up alerting user not to use "back button"*** Click OK. Then type user ID and Password or Certificate, click "Submit".
3. Select the "Vendor" link on the left side of the screen.
4. Click on the sub-link for "Create New Document".
5. Type in contract number (no dashes) and delivery order number (if applicable).
6. Select the CAGE code for your company from the drop down box and click continue. *If the contract data for the contract number you entered is not available in EDA, a gray alert box will appear warning you.*
7. Enter the Pay DoDAAC, and click "Continue".

8. Click on the radio button for "Invoice as 2-in-1 (Services Only)", and click "Continue".
9. Complete the mandatory fields (designated by an asterisk) for the following roles if they do not automatically default:
   - Issue DoDAAC (may default)
   - Admin DoDAAC (may default)
   - Inspector DoDAAC (if required)
   - Acceptor DoDAAC
   - LPO DoDAAC

10. Type invoice number (a number used to reference your company's internal system), invoice date (YYYY/MM/DD), and final invoice selection. If you leave the shipment number and shipment date fields blank, it will default directly from what is entered in the invoice number and invoice date fields. ***NOTE 1: Do not, under any circumstances, forward date the invoice date. The invoice date must not be any later than the current date. NOTE 2: Unless the invoice being completed is the <u>final invoice for the contract</u>, make sure the drop down menu is set for "N".***
11. Click the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the icon under "Actions" to add a line item.

12. Type the item number (e.g. 0001 or 0001AA).
13. Type "None" or "XXXX" in the "stock part number", select "SV" for services from the "Type" drop down menu.
14. For the "quantity shipped", type in the total number of hours or fees or whatever supplies for what you are invoicing.
15. Type "HR" for hours, "WK" for weeks, "LO" for Lots, "EA" for each, or "S1" for semesters in the Unit. For additional Units of Measure, please refer to the "Display Units of Measure Table" link on the left side of the page.

16. Type in unit price. No dollar signs ($) are needed, but a decimal point two spaces to the left are required if there are cents in the dollar amount.
17. Complete the description for the CLIN/SLIN. Be as descriptive as possible. It is extremely important to enter the Period of Performance for the Services rendered.
18. Click the "Save CLIN/SLIN" button. If there are additional line items to add, click the icon under "Actions" to add another CLIN/SLIN. Repeat this step for each line item.
19. Click on the "Discounts" tab if you are offering a discount for payment processed in less than 30 days or 15 days depending on the contract terms. Discounts can be one discount amount and one date combination. Or, up to two discounts percentages and number of days combinations. You may leave the discount amounts, discount date, and NET fields blank. Complete the requested data fields, click the "Save Discount" button, and click the "Header" tab to return to data capture screen.
20. Click the "Comments" tab if you would like to add any comments to your invoice.
21. Click the "Header" tab to return to the data capture screen.
22. Click "Create Document". This will allow you an opportunity to review the invoice and attach any documentation prior to "Submitting" the invoice to the Requiring Activity.

Attaching Documentation:
1. If supporting documentation is to be attached (i.e. timesheets, vacation documentation; expense receipts, etc.), click the "Misc. Info" tab at the top of the page. The attachment specific buttons will appear on the right side of the page.
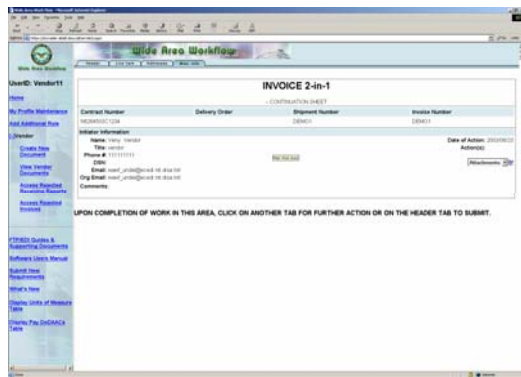
2. Click on the icon next to the "Attachments" drop down box.
3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.
4. Click on the "Open" button.
5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. You may repeat these steps to attach additional documents up to a total of 5 MB. Click on the "Header" tab to return to the invoice.

Final Steps before Submitting:

1. If after reviewing the invoice information you notice an inaccuracy, click "Return". This will take you back to the data capture screen to make revisions.
2. Once the information is correct, click "Submit" on the "Header" tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance. *NOTE: If you would like to send notifications to your inspector/acceptor specifically please click "Send More Email Notifications". Enter the email address in the spaces provided and click "Submit".*
3. If additional invoices or receiving reports are to be created, choose "Return". This will take you back to the initial WAWF input screen.

If the Invoice is Rejected:

If your invoice is rejected because your Item Number (CLIN), Quantity Shipped, Unit, Unit Price, or Description contain incorrect information:
1. Select the "Vendor" link on the left side of the screen.
2. Click on the sub-link for "Access Rejected Invoices".
3. Choose the cage code.
4. Under the column titled Resubmit select your invoice number.
5. Click on the "Line Item" tab and then click on the "Edit Line Item" icon under "Actions".
6. Correct the incorrect data and click the "Save CLIN/SLIN" button.
7. Click the "Header" tab to return to the data capture screen.
8. Click "Create Document". This will allow you an opportunity to review the invoice and attach any

documentation prior to "Submitting" the invoice to the Requiring Activity. *NOTE: If you would like to send notifications to your inspector/acceptor specifically please click "Send More Email Notifications".*

If your invoice is rejected because you have not included necessary DODAAC information:
1. Select the "Vendor" link on the left side of the screen.
2. Click on the sub-link for "Access Rejected Invoices".
3. Choose the cage code.
4. Under the column titled Change DODAACs, select Yes
5. When the DODAAC fields appear, simply correct the incorrect data and click the Submit button.
6. Click "Create Document". This will allow you an opportunity to review the invoice and attach any documentation prior to "Submitting" the invoice to the Requiring Activity. *NOTE: If you would like to send notifications to your inspector/acceptor specifically please click "Send More Email Notifications".*

If your invoice is rejected because the Contract Number, Invoice Number, or Invoice Date is incorrect, you will have to void the invoice:
1. Select the "Vendor" link on the left side of the screen.
2. Click on the sub-link for "Access Rejected Invoices".
3. Choose the cage code.
4. Under the column titled "Void?", select the "V" link to void the invoice.
5. When the warning page appears, click Void the Document link at the bottom of the page.

WAWF Resources

- **WAWF 3.0.3 Production Site:**
  https://wawf.eb.mil
- **WAWF Training Web Site:**
  https://wawftraining.eb.mil/
- **WAWF Assistance Line**
  1-800-559-WAWF (9293)
- **DISA Ogden Help Desk**
  1-866-618-5988
  Email: cscassig@ogden.disa.mil

Wide Area Work Flow Receipt and Acceptance

(WAWF)

Vendor Quick Reference Guide for Creating a 2-in-1 Service Invoice

WAWF version 3.0.3